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Job details

Job 1 of 1

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Performs clerical duties requiring a working knowledge of subject matter and the clerical functions involved and the use of initiative and independent judgment within a recognized procedure.

Essential Job Functions

Waits on the public or acts as a receptionist in a small office; answers routine inquiries in person or by telephone;

Indexes, codes and cross-references records or files according to established procedures;

Does all types of filing (alphabetical, numerical, chronological and code) and

pulls and charges out file material;

Sorts and arranges documents or correspondence in alphabetical or numerical order;

Makes routine checks of clerical work for compliance with specific requirements of form and content;

Posts data, keeps records, and prepares reports in accordance with predetermined forms and procedures;

Makes out bills, order, notes, receipts, permits, licenses, etc., by hand;

Types forms, labels, licenses, permits, receipts, certificates and similar material not requiring the skilled operation of a typewriter;

Operates various office machines or equipment requiring little specialized training;

Makes routine adjustments through telephone calls or inter-departmental memos;

Opens, sorts, time stamps and routes incoming mail; stuffs, seals, stamps, meters, and registers outgoing mail;

Does comparing and proofreading;

Searches records and files for data;

Computes and receives fees when the amount is not in question or is readily

obtainable from fixed schedules;

Requisition, received and charges out supplies;

Some assignments require frequent heavy lifting over 25 lbs. combined with bending and stooping;

Operates a small telephone switchboard as needed;

Collects and delivers correspondence, records, packages, etc., on regular messenger rounds and upon request.

Requirements

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS FILED BY MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.

MINIMUM REQUIREMENTS:

No training or experience is required.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

Examination Content

This is a noncompetitive examination. This examination is intended to merely list applicants. **All applicants will be placed on an eligible list without indication of relative standing in the examination.** The appointing power may appoint any one of the names on the appropriate list except

a person without veterans credit may not be appointed if there are three or more names on the list of persons entitled to Veteran's credit.

Notice of Result for this examination will be sent electronically to candidates upon promulgation of the eligible list.

**Special
Information**

Appointees will be required to work any shift, including evenings, weekends, and holidays. The eligible list will be used for temporary employment only.

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g., 3 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk.

**Eligibility
Information**

The names of candidates will be placed on the eligible list for a period of six (6) months from the date of promulgation.

**Available Shift
Application and
Filing
Information**

Any

All applicants are required to submit a Standard County of Los Angeles Employment application ONLINE ONLY.

Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

Applicants must apply online by clicking on the TAB above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

Applicants must submit their applications by 5:00 pm, PST, on the last day of filing.

All correspondence to applicants will be sent electronically including the examination result notice.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION .

No sharing of User ID and Password:
ALL APPLICANTS MUST FILE THEIR APPLICATION ONLINE USING THEIR OWN USER ID AND PASSWORD. Using a family member or friend's user ID and password will erase a candidate's original application record.

For candidates who may not have regular access to a computer or the Internet, applications can be completed using computers at public libraries throughout Los Angeles County.

County of Los
Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to

provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Andrea Cortez
Department Contact Phone	(562) 462-2844
Department Contact Email	acortez@rrcc.lacounty.gov
ADA Coordinator Phone	(562) 462-2285
Teletype Phone	(800) 735-2922
California Relay Services Phone	(800) 899-4099
Alternate TTY Phone	(800) 897-0077
Job Field	Clerical
Job Type	All Others

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